

**State of Nebraska**  
**Department of Natural Resources**

**POSITION VACANCY**

The Department of Natural Resources has a position vacancy for an Administrative Assistant I (02901064), salary grade 10, Salary Range \$2,277.52 – 2,789.96 per month depending upon experience and qualifications.

**CLOSING DATE: OCTOBER 9, 2006**

**LOCATION: 301 CENTENNIAL MALL SOUTH, 4<sup>TH</sup> FLOOR, LINCOLN**

**Description of Duties:**

Hire, train, supervise and develop office procedures for four clerical support staff; ensures work assignments are completed. Under limited supervision, process documents and compile information specifically for the Department Director and Assistant Director and generally for the rest of the staff. Arrange meetings, conferences and travel for the agency. Maintain schedule for Director and Assistant Director. Maintain agency mailing lists. Records minutes of meetings.

**Education/Experience Requirements:**

At least two years office experience in increasingly responsible positions. Supervisory experience required. Training / experience in Microsoft Word, Excel and Access and office practices. The ability to organize and prioritize workload to meet deadlines. The ability to communicate well orally and in writing with the public and staff. Good English grammar, spelling and punctuation skills required. Typing ability 50 wpm. Typing test is required.

**Application form required. Contact: Nebraska DAS State Personnel, 301 Centennial Mall South, 1<sup>st</sup> Floor, PO Box 94905, Lincoln NE 68509-4905, (402) 471-2075 or any Nebraska Job Service. Also check the web site at [www.wrk4neb.org/](http://www.wrk4neb.org/)**